

CM/ECF Newsletter

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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8am to 5pm. We can help filers with online "events" and answer questions regarding formatting documents, training, etc.

To contact us, call:

ECF Helpdesk
1-866-323-9293 (Toll Free)
or
1-206-370-8440 (WA Local)

Training Classes

In the Seattle Courthouse:
700 Stewart Street, Seattle

Date: April 19th 1:00 pm
Date: April 24th 10:00 pm

In the Tacoma Courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request

ECF Version 3.0 has been Launched

The U.S. District Court of Western Washington has upgraded CM/ECF to Version 3.0. Most of the changes are behind the scenes, but there are a few new and enhanced features added to assist electronic filers. This edition of the CM/ECF newsletter is dedicated to providing information pertaining to our newest version.

**Scheduled ECF Maintenance
Occurs on the Third Saturday of
every Month,
from 6 am to 12 noon.**

**It is YOUR responsibility to
check the CM-ECF website for
additional notices of emergency
maintenance!**

The most exciting feature in our new version of CM/ECF is the ability to specify which cases a **secondary email account** will receive notification. Filers who have been using additional emails are aware of the benefits this feature provides. Having a secondary email allows your staff to also receive email notifications when a document has been filed in one of your cases. Please see our Tips and Tricks for more on this new feature.

Another modification in the new version of CM/ECF is the ability to **access a PDF document for a case without first running a Docket Report**. This new option, called "query a document", is located in the query menu. Previously, you had to run a docket report prior to accessing a document, which generated a financial charge. Now, when choosing the "query a document" you will gain access to the PDF document without the additional charge of running the docket report. You will need to know the document number prior to selecting this option.

Additional links have been added to the **utility screen** providing quicker access to account information. The new link include: Maintain your email address, maintain your address (excluding law firm addresses), and maintain login/password.

Also new in CM/ECF version 3.0 are **Case Flags** which appear under on the screen just under the case name. Case flags are case specific information which appear under the case names and on the docket report **alerting users** of attributes of a case that are of special attention. A listing of case flag definitions is available by selecting the link 'Court Information' on the CM/ECF welcome page

For the most part, the new version of CM/ECF will appear indistinguishable from the old version. The new features are embedded within the options that filers are already familiar. The ECF team believe that you will find the new version a step forward in providing a more user friendly E-Filing applications. If you ever have questions or concerns about CM/ECF or E-Filing, please don't hesitate to give us a call at the **help desk**. We are always willing to provide a quick answer or assist you with your e-filing.



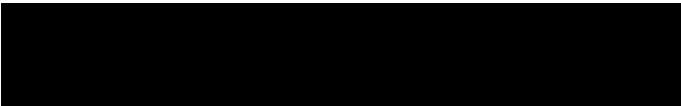
Why doesn't my document have a header?

A **PDF header** appears at the **top of filed documents** and provides information about the filing, such as case number, filed date and page number. When viewing a document through the Docket Report, you have the option of adding a header to a filed document by checking the box titled **"Include PDF Headers"**. To add a PDF header you will need to check this box each time you run a query.

To make the PDF header **permanently appear** on the filed document (with the option to remove it by unchecking the box) users will need to follow a sequence of simple steps in CM/ECF. The procedure can be found on the ECF Homepage:

www.wawd.uscourts.gov/ElectronicFiling/ECFHomepage.htm

Example of PDF Header:



TIPS & TRICKS

Manage your secondary email addresses:

CM/ECF now allows users to specify which cases their secondary email account will receive notification on filings. Previously, secondary email accounts would receive notifications on all cases associated with the users account.

Configuring your primary and secondary email addresses are conducted within the Utilities screen. (see below)

1. When you click the link "Maintain your E-Mail" in the Utilities Screen, you will be taken to a screen that allows you to edit your email. While in the email information screen you will have the option to maintain your primary email address or add and maintain secondary accounts.
2. When you add a secondary email address you can choose to receive email notification for all cases associated with the primary account or individual cases.
3. When you choose Specific or Additional Cases you will then have the option to add or remove specific cases.

*When you are finished adding or removing cases, make sure you select the "return to person information screen" button. When you return to the person information screen you must select the submit button for changes to take affect.

Email Information for Attorney Joe

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
joe.attorney@emailaddress.com	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses					
joes.assistant@emailaddress.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific or Additional Cases

Enter case number and click
